



CAMPBELLTOWN

# **Library Meeting Rooms**

STEP-BY-STEP USER ONLINE BOOKING GUIDE

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## Use Bookable to hire our library meeting rooms.

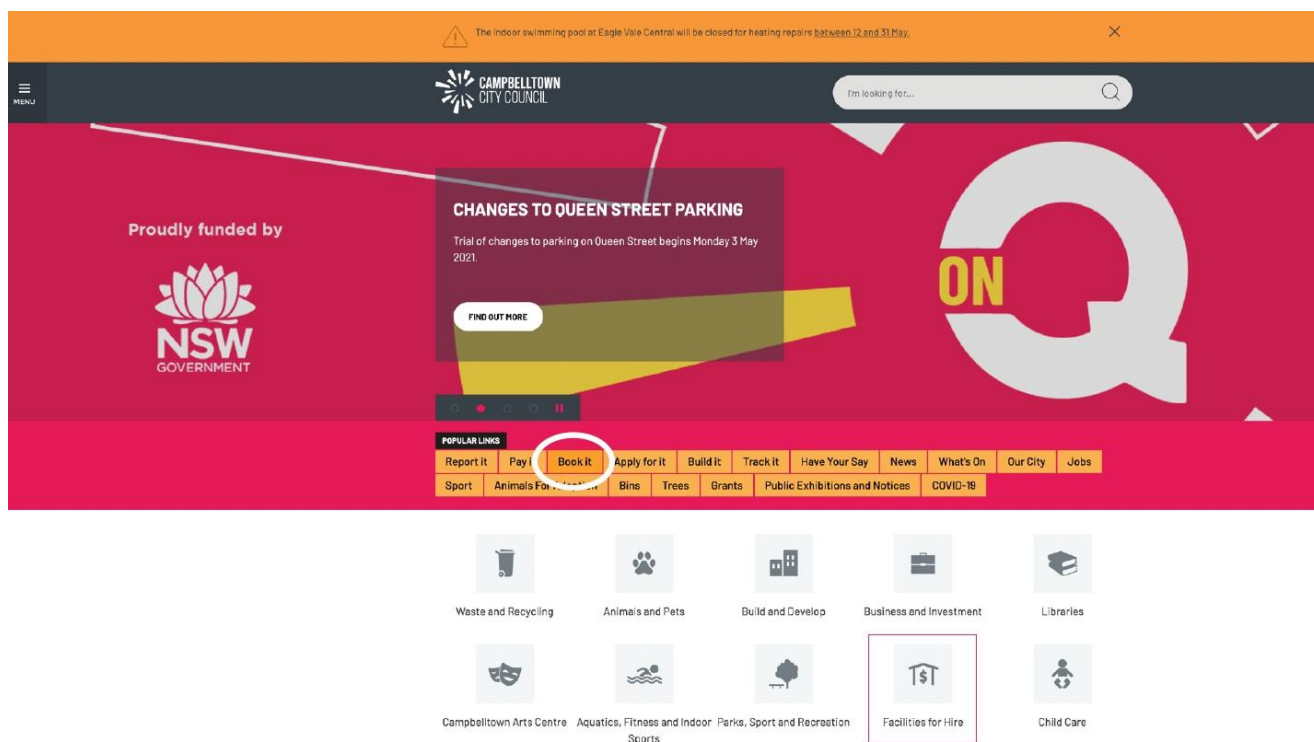
This guide will show you how to register as a customer and complete a booking.

### WHERE TO START

Visit our website  
www.campbelltown.nsw.gov.au

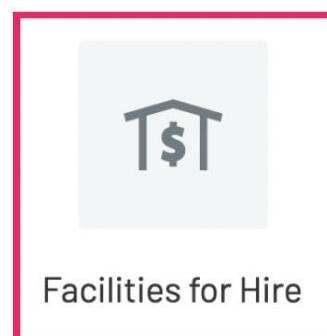
### BOOK IT

Select the **Book It** button from the popular links menu to view a list of the services and facilities available and select **Libraries** to view a list of meeting rooms available for hire.



### FACILITIES FOR HIRE

Selecting the **Facilities for Hire** icon will present a listing of all the facilities that you can hire. You can refine this list by selecting **Libraries** from the **Facility Type** drop down.



From here, you can select the facility that you wish to hire, you will be directed to bookable and can commence the booking process.

# Account Registration

In order to use the system to request and amend bookings, you need to first create an account. You can do this by selecting **register** in the top right hand corner of the home screen.

The screenshot shows the registration page of the Campbelltown City Council TEST's venue booking website. At the top, there are radio buttons for 'Regular' (selected) and 'Seasonal', and links for 'Login' and 'Register'. The page is divided into three sections: '1. Search', '2. Refine', and '3. Confirm & Pay'. On the left, there is a 'Filters' sidebar with sections for 'Venue Type' (dropdown), 'Activity Type' (dropdown), 'Search for a Venue or Suburb' (text input), and 'Date' (calendar icon, showing 13/04/2022). Below the filters are a 'Search' button, a 'Clear All' link, and a 'More Options' dropdown. The main content area features a welcome message: 'Welcome to Campbelltown City Council TEST's venue booking website. Here you are able to search for venues and make reservations for the venue of your choice. Please feel free to search our available facilities here. Once you have made your search, you can click on the venues to find out more details, images and the terms and conditions of hire. You must be registered to make a booking through this portal. If you are not already registered, please click the 'Register' button on the top right corner of the screen and enter your details. Once your registration is verified you will be able to log in, create new bookings and manage any existing bookings. Refer to our User Guide for instructions on using the online booking system. Prior to making a booking, please review Campbelltown City Council's response for COVID-19. If you require assistance with Community Centre bookings please contact our Booking Administration team on (02) 4645 4000. If you require assistance with Sports Ground bookings please contact our Sport and Recreation team on (02) 4645 4615. What would you like to do first: Browse Venues, Register, or Login?'.

Select the **Registration Type** that is most relevant to you. E.g. Organisation / Individual.

Here you will enter the organisation's details as well as assign a primary user for your organisation. Here you can also upload proof of your current public liability insurance cover and it will be added to all future bookings.

**NOTE:** Your password should contain a combination of at least 7 uppercase and lowercase letters, numbers and special characters. The more characters, the stronger the password. Your password will be accepted once the strength indicator turns green.

## Complete the New Customer form below and start booking all your favourite venues ...once your registration is verified!

### Registration Type



Organisation



Sporting Clubs/Associations



### Organisation Details



Organisation/Trading Name\*

ABN\*

\*Organisation Phone Number (inc Region and Cour

Organisation Email\*

Address Line 1\*

Address Line 2 (Optional)

Suburb\*

Select State\*



Australia



Postcode\*

### Create Account



Copy Organisation Email Address

Email\*

Confirm Email\*

Password\*

Confirm Password\*

Show Password

Show Password

Our password policy requires a strong password. Your password should contain a combination of at least 7 uppercase and lowercase letters, numbers and special characters. The more characters, the stronger the password. Your password will be accepted once the strength indicator turns green.

## Primary User Personal **Details**



Copy Organisation Contact Details

Title*	▼	Given Name(s)*	Family Name*
Mobile Number (inc Region and Country codes)*		Phone Number (Optional) (inc Region and Country)	
Address Line 1*		Address Line 2 (Optional)	
Suburb*	Select State*	▼	Australia ▼
Postcode*	Position in Organisation*		

## Upload **Document**



Any documents specified below must be uploaded as part of your registration. Registrations that do not include the required documents may be delayed or rejected.

Public Liability Insurance \$20 million

**Select Files**

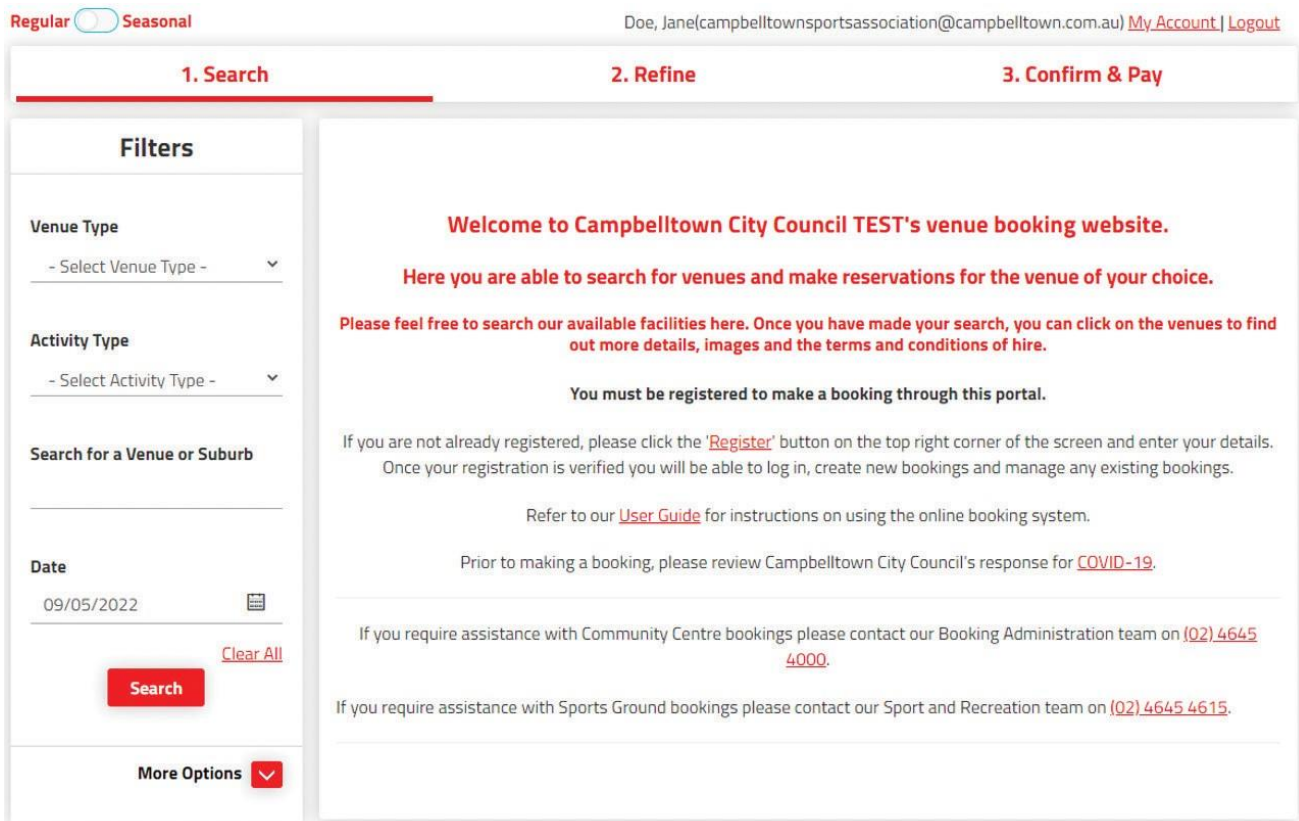
By registering, you agree you have read and you accept our [Privacy Policy](#) and [Terms of Use](#).

**Create Account**

Once all details have been entered you can select **Create Account**, your details will be provided to the bookings team who will verify your account. You will be notified via email once your account is verified, you can then log in and begin to request bookings.

# Adding a user to your Existing Account

To add another user to your organisation's account, the main user should log in and navigate to **My Account** from the home screen.



Regular  Seasonal

Doe, Jane(campbelltownsportsassociation@campbelltown.com.au) [My Account](#) | [Logout](#)

**1. Search** **2. Refine** **3. Confirm & Pay**

### Filters

**Venue Type**  
- Select Venue Type -

**Activity Type**  
- Select Activity Type -

**Search for a Venue or Suburb**

**Date**  
09/05/2022

[Clear All](#)

**Search**

**More Options**

**Welcome to Campbelltown City Council TEST's venue booking website.**

Here you are able to search for venues and make reservations for the venue of your choice.

Please feel free to search our available facilities here. Once you have made your search, you can click on the venues to find out more details, images and the terms and conditions of hire.

You must be registered to make a booking through this portal.

If you are not already registered, please click the [Register](#) button on the top right corner of the screen and enter your details. Once your registration is verified you will be able to log in, create new bookings and manage any existing bookings.

Refer to our [User Guide](#) for instructions on using the online booking system.

Prior to making a booking, please review Campbelltown City Council's response for [COVID-19](#).

If you require assistance with Community Centre bookings please contact our Booking Administration team on [\(02\) 4645 4000](#).

If you require assistance with Sports Ground bookings please contact our Sport and Recreation team on [\(02\) 4645 4615](#).

Then select **My Organisation** and **+ Invite User**. Enter an email address for the person you want to invite, they'll receive an email prompting them to set up their own account.

## My Account

[My Bookings](#) [My Details](#) [My Organisation](#)

### My Organisation Details

#### Organisation Details



##### Organisation/Trading Name:

Campbelltown Sports Association

##### ABN:

11111111111

##### Phone:

0411 111 111

##### Email:

campbelltownsportsassociation@campbelltown.c

##### Address:

1 Sports Street Campbelltown NSW 2560 Australia

##### Customer Type:

Sporting Clubs/Associations

##### Verified:

Yes

##### Debtor ID:

Debtor ID

[Modify](#)

#### Organisation Users



[+ Add User](#) [+ Invite user](#)



Allow users to see bookings for whole organisation

Name	Email	Address	Mobile	Phone	Main	Status
Jane Doe	campbelltownsportsassociation@campbelltown.com.au	1 Sports Street Campbelltown NSW 2560 Australia	0411 111 111		true	Verified



# Booking a Library Meeting Room

From your selected field you can click on **Explore Venue** to see more detail and information about your selected venue by selecting **Venue Details**. This will provide information on what's available at the facility as well as opening hours and other useful information.

Regular  Seasonal

[Login](#) | [Register](#)

## 1. Search

## 2. Refine

## 3. Confirm & Pay

### Filters

#### Venue Type

Libraries

#### Activity Type

- Select Activity Type -

#### Search for a Venue or Suburb

#### Date

07/06/2023

[Clear All](#)

[Search](#)

[More Options](#)

Showing results - 2 record(s)

[Tile View](#) [Map View](#)



### Glenquarie Library

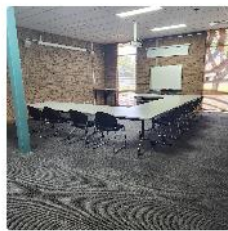
Meetings, Social groups, Training, Workshops, Conferences & Seminars



Available

[EXPLORE VENUE](#)

[See availability & More](#)



### HJ Daley Library

Meetings, Social groups, Training, Workshops, Conferences & Seminars



Available

[EXPLORE VENUE](#)

[See availability & More](#)



## HJ Daley Library

Available

Meetings, Social groups, Training, Workshops, Conferences & Seminars



**BOOK VENUE**

Close

[Bookable Items](#) [Venue Details](#) [Images](#) [Documents](#)

**Daily View** | [Weekly view](#) | [Monthly view](#)

### HJ Daley Meeting Room

Find out more

Located opposite Koshigaya Park Campbelltown, HJ Daley Library Meeting Room is the perfect location for meetings, workshops and conferences and has a maximum capacity of 30 theatre style. The facility is carpeted throughout and has 6 large tables and 30 chairs.

**Capacity:**  
30

Wed Jun 07, 2023



#### Activities

Meetings, Social groups,  
Training, Workshops,  
Conferences & Seminars

Book this item

Make use of the venue filters on the left hand side to explore other venues or view the full list of venues on offer.

To make an enquiry select the space you want to book and select **Book this Item**.

# Booking Refinement

Here you will enter specific details about your booking including:

**Booking Name:** a description of the booking. E.g. Meeting

**Attendee Numbers:** the approximate number of people attending

**Purpose:** use the drop down arrow to select from a pre-defined list of purposes

**Customer:** this will autofill from your customer account

More details can be entered by selecting the + **Additional Information** section


## Single Day Bookings

Enter the date and time of your booking.


Select the area to be booked from the drop down and the time you wish to use the venue.

To delete a space from your booking, click on the delete/bin icon next to the item that is not required.

When finished, select save and then Checkout.

2. **Booking Items** Add the items you wish to book, then choose the duration of your booking. 

---

07/06/2023 

**Bookable Items \*** **From** **To**

HJ Daley Meeting Room  :   :

**Add Booking Item** **Create Repeat/Add Date** **Delete**

**HJ Daley Library** **Daily View** | Weekly view | Monthly view

Wed Jun 07, 2023

HJ Daley Meeting Room

**Legend:** Clash (orange), My booking (light blue), Current (dark blue), Reserved (grey), Booked (black), Buffer (light grey), Available (white), Closed (light blue), Closure (purple)

12AM 1AM 2AM 3AM 4AM 5AM 6AM 7AM 8AM 9AM 10AM 11AM 12PM 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM 10PM 11PM

**< New Search** **Checkout >**

## Multiple Day Bookings

To book a multiple day event, enter all information as above, select **Create Repeat/Add Date** and select **OK**.

Here you can **Create Repeat** bookings on a daily, weekly or monthly schedule. Use the **Advanced Timing** option to create different start and/or finish times for different days.

**Create Repeat/Add Date** ×

---

[Create Repeat](#) or [Add Date\(s\)](#)


---

**Repeat:**  
Weeklv ▼

---

**Repeat every:**  week(s)

**Repeat on:**  **Advanced Timing**  
 Sun  Mon  Tue  Wed  Thr  Fri  Sat

**End:**  
 **After**  occurrence(s)  
 **On**  

---

OK Cancel

## Create Repeat/Add Date



[Create Repeat](#)

or

[Add Date\(s\)](#)

Choose your Date, then From and To times, Press 'Add' to add multiple dates.

Date	From	To
07/06/2023	09 : 00	10 : 00

[Add](#)

- |                             |                             |
|-----------------------------|-----------------------------|
| 1. 07/06/2023 09:00 - 10:00 | <a href="#">Delete/Edit</a> |
| 2. 07/07/2023 09:00 - 10:00 | <a href="#">Delete/Edit</a> |
| 3. 21/09/2023 09:00 - 10:00 | <a href="#">Delete/Edit</a> |

OK

Cancel

Your selected dates will be added to your booking request and will appear in the right hand corner of your booking screen. You can amend or delete individual dates in your booking request by selecting the date from the top right hand corner.

Any clashes will be shown at this stage, requests cannot be submitted with a clash. Please choose an alternate date or remove the affected date from your booking request before submitting.

Or you can **Add Dates** individually by selecting your desired date, selecting the desired times and clicking **Add**. Multiple dates can be added using this screen.

# Submitting your request

Once you have entered all booking dates and details, you can submit your request by selecting **Checkout** at the bottom of your screen.

**1. Search**      **2. Refine**      **3. Confirm & Pay**

## Booking Refinement

1. Booking **Overview** To start your booking, add a Name for the Booking, choose your purpose and login if you are registered

<b>Booking Name:</b> * (7/150 characters.) Meeting	<b>Attendee Numbers:</b> * 20	<b>Included Dates</b> <a href="#">Wednesday 07/06/2023</a> <a href="#">Wednesday 14/06/2023</a>	 
<b>Purpose:</b> * Activity - Meeting	<b>Customer:</b> Guest		

[+ Additional Information](#)

2. Booking **Items** Add the items you wish to book, then choose the duration of your booking.

07/06/2023

**Create Repeat/Add Date**

Bookable Items *	From	To	
HJ Daley Meeting Room	09 : 00	10 : 00	<b>Delete</b>

**Add Booking Item**

**HJ Daley Library**

**Daily View** | Weekly view | Monthly view

Wed Jun 07, 2023

Legend: Clash (orange), My booking (blue), Current (green), Reserved (grey), Booked (black), Buffer (white), Available (light grey), Closed (dark grey), Closure (purple)

HJ Daley Meeting Room	12AM	1AM	2AM	3AM	4AM	5AM	6AM	7AM	8AM	9AM	10AM	11AM	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM	11PM
-----------------------	------	-----	-----	-----	-----	-----	-----	-----	-----	-----	------	------	------	-----	-----	-----	-----	-----	-----	-----	-----	-----	------	------

**< New Search**      **Checkout >**

You will be taken to another screen where you should review and **Complete** your request.

1. Search

2. Refine

3. Confirm & Pay

Booking Details

Booking Overview 

<b>Venue:</b> HJ Daley Library	<b>Customer:</b>
<b>Title:</b> Meeting	<b>Purpose:</b> Activity - Meeting
<b>Description</b>	<b>Special Requirements</b>

Pricing Summary	
Fees (Incl GST):	\$50.00
Bonds:	\$0.00
Total (Incl GST):	\$50.00
GST:	\$4.55
Payable:	\$50.00
Payable Now:	\$50.00
Payable Later:	\$0.00

Attendee Numbers:

<p><b>Required Documents</b></p> <p>The document(s) specified below are required for your booking to be assessed. The maximum file size is 30MB per file.</p> <p>Public Liability Insurance \$20 million *</p> <ul style="list-style-type: none"> <li>No documents uploaded.</li> </ul> <p style="text-align: right;"><a href="#">Upload Document</a></p>	<p><b>Other Documents</b></p> <p>Only use this option to upload additional documents that are NOT specified in the 'Required Documents' panel</p> <ul style="list-style-type: none"> <li>No documents uploaded.</li> </ul> <p style="text-align: right;"><a href="#">Upload Document</a></p>
---	--

**Booking Breakdown**

**06 July 2023 Thursday**

Bookable Item	From	To	Unit	# of Units	Unit Price	Total	GST *
HJ Daley Meeting Room	10:00 AM	11:00 AM	Hours	1	\$50.00	\$50.00	\$4.55

**Add contacts for booking notifications**

If you would like others to be notified about certain updates to this booking, please add those contacts here.

[Add Existing Contact](#)
[Add Manual Contact](#)

Name	Email	Mobile	Action
No record found.			

- [Delete](#)
[Modify](#)
[Print Quote](#)
[Complete](#)

Select complete and you will then be prompted to read and agree to the terms and conditions of hire.

## Terms and Conditions

### Conditions for Hirers

- If the hire is on behalf of a registered or incorporated organisation, you must possess and provide a copy of their Certificate of Currency for Public Liability Insurance. A minimum coverage amount of \$20 million is required and an active ABN and/or ACN number.
- For community rate bookings please provide evidence that you are a not for profit group, community organisation or community group.
- All fees and charges are adopted annually by Council and are subject to change each financial year.

[Print](#)

## Specific Booking Requirements

Public Liability Insurance \$20 million \*

[Upload Document](#)

- No documents uploaded.

**I have read and accept the Terms and Conditions.**

[Continue](#)

Once you have done this, select checkout and your request is submitted for review by the Community Learning & Libraries Team and you will be contacted within 7 business days with the outcome of your request.



# Reset your Password

To reset your password, from the home screen, click the **Login** hyperlink on the top right hand corner of your screen and then select **Forgot Password?** Enter your email address and select **OK**.

An email will be sent to your email address, click the link within the email to be redirected to the booking site and follow instructions to reset your password.

Home | [Instructions](#)   **Regular**  **Seasonal**    [Login](#) | [Register](#)

If you require any assistance making a booking please contact our Booking Administration team on [\(02\) 4645 4000](tel:02146454000).

## Login

---

Customer **Login**

Show Password

**Login**[Forgot password?](#)

[Active Directory Login](#)

## Forgot Password?

---

Please enter your email to reset password.

---

**Cancel****OK**

## Manage your Account and Bookings

You can modify existing bookings, request additional dates and download relevant documentation as well as process your own payments through **My Account**.

The **My Bookings** tab allows you to view current and historic bookings. Select a specific booking to make changes, upload documents such as public liability or cancel the booking entirely.

You can make payment by credit card by selecting **Add a Payment** or download your invoice by clicking the three dots next to a booking and selecting **Download Invoice**. Payments can also be made using BPAY, details are contained within the invoice.

To update your details, visit the **My Details** tab and amend details as required.

To update your organisation's details or perform actions such as inviting another user to your organisation's account, visit the **My Organisation** page and perform any relevant actions.

## Additional Support

If you have any questions or require additional support with your booking, please contact the Community Learning & Libraries Team on 02 4645 4444.

[www.campbelltown.nsw.gov.au](http://www.campbelltown.nsw.gov.au)